

# HEALTH AND SAFETY POLICY

## 1.0 INTRODUCTION

### 1.1 Health and Safety at Work etc, Act, 1974

The Health and Safety at Work etc, Act, 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by their work activities such as pupils and visitors.

### 1.2 General Statement

This is a statement for Rainford High School.

Rainford High School accepts its responsibilities under the Health and Safety at Work etc. Act, 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Principal and School Trustees will take all reasonable steps to ensure that the Health & Safety Policy is implemented and monitored throughout the School.

It is essential for the success of this Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of themselves and other persons whilst at work. All staff will be kept up to date with relevant employee safety guidance.

## 2.0 ORGANISATION

Responsibility for the day to day implementation and monitoring of this Policy lies with the Principal so far as is reasonably practicable, however, the board of trustees recognise that some of these duties may be successfully allocated to other members of staff; such as Technicians, Heads of Department or Business Manager, under guidance from the Principal.

### 2.1 Responsibilities

At Rainford High School, the following persons have specific responsibilities for health and safety.

The School Business Manager, is responsible for the circulation of Safety Information, Guidance, Codes of Practice.

The School Business Manager, is responsible for the safekeeping of completed Accident Reports and Records.

Facilities Management is responsible for the weekly test of the fire alarm.

Science and Technology technicians have a responsibility to ensure their areas are compliant with relevant Health and Safety guidelines

All staff are responsible for following management advice in relation to health and safety and to complete any advised training.

## 2.2 **Health and Safety Communication**

A successful Health and Safety Policy relies heavily on effective communication and in particular making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, pupils and visitors.

This School has identified the following meetings as being the most appropriate to both disseminate and receive matters on health and safety:-

- 1) Trustees Site/Finance Committee
- 2) Staff meetings & briefings
- 3) Departmental meetings

The School Health & Safety Policy and copies of other Health and Safety Information, Guidance, Codes of Practice and associated literature are kept on the staff shared area and published on the website.

## 2.3 **Emergency Contacts**

Facilities Management
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Tel. No. 01744 885388
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### **Useful Numbers**

Health & Safety Section  
01744 676206/671722

Occupational Health Nurse  
01744 676980

### **3.0 RESPONSIBILITIES**

#### **3.1 The Trustees**

The Trustees has a direct responsibility for health and safety in the School. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are, for the purpose of day to day management, delegated to the Principal.

Trustees will, however, ensure that they:-

- approve the school statement of safety policy (**this document**) and ensure that it is brought to the attention of all staff;
- receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, the Local Authority (LA) or an enforcement agency such as the Health and Safety Executive;

Trustees will be expected to make reports on health and safety matters to:-

- the LA when requested to do so for the purpose of monitoring the LA's implementation of its own health and safety policy;
- to parents, through Trustees' Minutes, etc.

#### **3.2 The Principal**

The overall responsibility for the School's health and safety system and implementation of the safety policy rests with the Principal, who shall:-

- set up arrangements in the School to cover all legal requirements for health, safety and fire;
- ensure the Trustees are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools;
- be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;
- report to the Trustees those instances in which the Principal's executive authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short term measures to avoid danger pending rectification;
- be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;
- ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;
- to review regularly
  - i) the provision of first aid in the School;
  - ii) the emergency (fire) procedures;
- monitor the dissemination of safety information throughout the School;
- report to the Trustees matters relating to health and safety;

- ensure that all staff have received appropriate safety training;
- co-operate with the LA Health and Safety Advisor.

### 3.3 **The School Health and Safety Co-ordinator (Business Manager)**

The School Health and Safety Co-ordinator shall:-

- co-ordinate the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation;
- ensure that inspections of the School are carried out at least once a term by the Site Manager who will inform the Principal of any problems/deficiencies and ensure that the appropriate action has been taken;
- administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the LA/appropriate office;
- disseminate safety information within the School;
- ensure that the person responsible for staff induction briefs new employees about safety arrangements and provide them with a copy of the School's Health and Safety Policy (this document);
- ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained;
- arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
- ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- co-operate with the Health and Safety Advisor in carrying out and updating risk assessments;
- ensure that health surveillance for staff is provided when appropriate.

### 3.4 **Heads of Department**

Head of Department:-

- have a general responsibility for the application of the School's safety policy to their own department or area of work and are directly responsible to the Principal for the application of safety measures and procedures within their department;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines);

- shall deal with any health and safety problems referred to them by a member of staff and refer to the Principal if they cannot resolve any of these problems;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Health and Safety Co-ordinator with a copy to the Principal;
- shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety;
- shall, where appropriate, seek advice and guidance of the relevant advisor or officer;
- shall propose to the Principal or School Health and Safety Co-ordinator any requirements for safety equipment and welfare facilities;

### 3.5 **Class Teachers**

Teachers have traditionally carried responsibility for the safety of students when they are in charge. Their responsibility can now be delegated to other support staff by the Principal, in line with the National Remodelling Agenda and locally agreed job descriptions/ specifications for support staff.

If, for any reason, a teacher or other nominated person considers that they cannot accept this responsibility they should discuss the matter with the Principal before allowing practical work to take place.

The employee is expected:-

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire, terrorism and first aid and to carry them out;
- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warnings as often as necessary;
- to follow safe working procedures;
- to enforce the use of protective clothing, goods, special safe working procedures;
- to make recommendations to their Head of Department e.g. on safety equipment and on additions or improvements to equipment or machinery;
- to regularly check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.) and report any defects to the Schools Health and Safety co-ordinator.

### 3.6 **All Employees**

The Health and Safety at Work etc, Act, (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected:-

- to know those special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;
- to inform the Principal, the School Health and Safety Co-ordinator or their Line Manager of any training they feel they need to carry out their responsibilities;
- to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in their School;
- to co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.

### 3.7 **Pupils**

The pupils are expected:-

- to exercise personal responsibility for their own safety and other pupils;
- to observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- to observe all safety rules of the School and, in particular, the instructions of teaching staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

### 3.8 **Parents**

Have a responsibility to:-

- make provision for full time education;
- abide by/support the rules and regulations of the school;
- comply with the school safety policy **(this document)**;
- act as a 'reasonable parent'.

### 3.9 **Visitors**

Regular visitors and other users of the premises should observe the safety rules of the School. In particular adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

### 3.10 **Volunteers**

The Principal must ensure that all parent volunteers have had the appropriate checks made prior to working in a school with the Disclosure and Barring Service (DBS). Where there is a need to transport children for any off-site activities, the driver of the vehicle must have adequate road insurance, a current MOT certificate and a current valid driving licence.

## 4.0 ARRANGEMENTS

### 4.1 First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in Schools and education establishments. Although pupils and students are not covered by the Regulations, The DfEE recommend that schools have suitable first aid facilities and a sufficient number of trained persons, **normally one First Aider for every 50 employees.**

In estimating additional provision sufficient to cover pupil numbers, **1 First Aider for every 150 pupils is normally held to be a reasonable ratio.**

The School should have suitably equipped first aid boxes in easily accessible places, together with one in each laboratory, gymnasium/sports hall, workshop and home economics/catering area.

The First Aid rota is distributed by the SENCO to all staff each time a change is made and can be found in the school Reception and shared area

### 4.2 Accident Reporting Procedures

Schools should ensure that they have a responsible person appointed to take charge of the safe keeping and management of all accident forms for the site.

Schools have a duty to record:-

- (i) any accident to any person occurring on school premises;
- (ii) any accident to a member of staff at any location whilst on school business;
- (iii) any accident to a pupil off-site whilst under the supervision of a member of staff e.g. school trips.

Completed accident report forms must be passed to the responsible person named in section 2.1.

Detailed Accident Reporting and Dangerous Occurrences Reporting Procedures are contained in the Health & Safety Policy and Procedures Manual. Briefly they require:-

#### Procedure for Employees, Members of Public

- (i) All personal injuries will be recorded on a St. Helens Council Accident Report Form and a copy sent to the Corporate Health & Safety Section.
- (ii) Personal injuries to employees resulting in over 3 days absence will be reported to the Health and Safety Executive (HSE) via form F2508, within **10 days of the occurrence** and a copy sent to the Corporate Health & Safety Section.
- (iii) Fatalities, major injury accidents and dangerous occurrences must be notified immediately (normally by telephone) as follows :-

Principal  
Corporate Health & Safety Section

The Corporate Health & Safety Section will in consultation with the above notify the Health & Safety Executive (HSE).

### **Procedure for Pupils**

- (i) Minor injuries will be entered into a suitable record book kept on site. An example sheet is contained in the School's Health & Safety, Policy & Procedures Manual.
- (ii) Fatalities, major injury accidents must be notified immediately (normally by telephone) as follows:-

Principal  
Corporate Health & Safety Section

The Corporate Health & Safety Section will in consultation with the above notify the Health & Safety Executive (HSE).

### **4.3 Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 (RRO), came into effect from the 1<sup>st</sup> October 2006, reforming Fire Safety Legislation and removing the requirement for a Fire Certificate. The order requires a "**Responsible Person**" to be named who will ensure that the premises complies with the order.

Building Bulletin 100 (BB100), Design for Fire Safety in Schools Produced by the Department for Children, Schools and Families (DCSF), recommends that it is important for each establishment to appoint a Fire Safety Manager.

The named '**Responsible Person**' /**Fire Safety Manager for Rainford High School is Mr James Walsh, FM and Mr Terry Rigby, VP**

The main duties of the Fire Safety Manager include:

- ✓ Managing the school to minimise the incidence of fire (fire prevention) e.g. good housekeeping and security;
- ✓ Producing an Emergency Fire Plan;
- ✓ Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- ✓ Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- ✓ Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- ✓ Ensuring any close down procedures are followed.

Schools are visited on a regular basis by the Fire Brigade who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises. A Fire Risk Assessment has been completed for the school.

At Rainford High School, regular fire drills and walk through inspections will be carried out in order to ensure that basic fire prevention procedures are observed.

### **Fire Drills**

A schedule of fire drills has been established on the basis of **one drill per term**.

The School Business Manager will Liaise with FM to organise the fire drills.

The schools fire evacuation policy is in the staff handbook and on the shared drive



#### 4.4 **Smoking**

Smoking is prohibited in all areas of the school premises (all buildings and grounds, including areas of access) in line with the requirements of the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006.

#### 4.5 **Pupils with Medical Needs**

Whenever possible pupils with medical needs will be supported in such a way as to minimise any disruption to their education. This school recognises and follows the Guidance produced by the Department for Education & Skills: Managing Medicines in Schools and Early Years Settings (March 2005). The School nurse is available to answer any concerns that may arise, and can be contacted on 01744 627566.

#### 4.6 **Outdoor Education Activities and School Trips**

This school recognises the importance of ensuring that outdoor education activities and school trips are planned and organised in such a way as to minimise risks to pupils, staff and helpers.

To this end the school will follow the LA Guidelines for Health & Safety of pupils on Educational Visits (November 2009).

Mr Terry Ribgy, Vice Principal has responsibility for on site advice/co-ordination of off site trips and educational activities.

### 5.0 **CURRICULUM SAFETY MATTERS**

#### 5.1 **Craft Design Technology (Woodwork, Metalwork and Heat Process)**

The Curriculum Leader of Technology, shall ensure that teaching staff and technicians operating/tutoring on woodworking machines are competent by virtue of them holding a recognised training award or having received approved training in:-

- a) the correct use of the machine;
- b) methods of using the guards and other safety devices connected with the machine.

The Curriculum Leader shall ensure that employees using gas or electric welding/cutting equipment are competent by virtue of them having received appropriate approved training.

The Curriculum Leader/Class Teacher shall ensure that pupils do not use the following woodworking machinery:-

Circular saw  
Surface planer/thicknesser  
Single spindle moulding machine

Curriculum Leader/Class Teacher shall ensure that pupils operating woodwork, metalwork or welding/cutting machinery are subject to immediate supervision at all times.

Curriculum Leader ensure that teachers/technicians operating or tutoring on the use of woodwork, metalwork or heat process equipment have access to the following reference guidelines:-

BS 4163 2007 Code of Practice:- Health and safety for design and technology in schools and similar establishments.

CLEAPPS Risk Assessments for Technology in Secondary Schools.

The Curriculum Leader shall ensure that the names of those employees authorised to operate machinery are clearly displayed adjacent to the machine.

The Curriculum Leader shall ensure that local exhaust ventilation equipment is adequately maintained and within current test certification (14 months). The testing shall be organised on behalf of the school by the Children & Young People's Services Departments Property Services Officer. Copies of the tests results shall be retained for inspection.

The Curriculum Leader shall ensure that adequate provision is made for the storage of compressed gases in accordance with BS: 4163 (2007). Advice on storage of compressed gases can be obtained from the Corporate Health & Safety Section.

The Curriculum Leader shall ensure that pupils use the following protective equipment as required by the CLEAPPS guidance :-

Ear defenders/plugs  
Eye protection  
Gloves.

Teachers shall ensure that pupils operating machinery/equipment are issued with and wear the appropriate personal protective equipment.

## 5.2 **Physical Education**

The Curriculum Leader of PE, shall ensure that supervising teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication: Safe Practice in Physical Education.

The Curriculum Leader of PE shall ensure that Risk Assessments are undertaken for activities within Physical Education. Guidance (Risk Assessment in Physical Education for St Helens Schools) produced by the LA for reference has been issued to all schools.

The Curriculum Leader of PE shall ensure that gym equipment is within current test period and adequately maintained and inspected before use. The inspection shall be organised on behalf of the school by the Children & Young People's Services Department Property Services Officer.

The Class Teacher shall carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education activities.

The Curriculum Leader/Class Teacher shall ensure that pupils using the equipment are adequately supervised in accordance with the guidance given in the afPE publication.

Class Teacher shall ensure that areas used for physical education are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.

Goalposts (rugby/football) shall be checked before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all schools.

### 5.3 **Art**

The Curriculum Leader of Art, shall ensure kiln(s) are separated from main teaching area by means of a specific kiln room or separation from the teaching area by a secure fence or cage providing a physical barrier.

Curriculum Leader/Class Teacher to ensure pupils using equipment are adequately supervised.

The Curriculum Leader shall ensure COSHH assessments have been carried out on substances within their department and that information on their use, storage and disposal has been given to staff. Where COSHH assessments are not available the Curriculum Leader must notify the Corporate Health & Safety Section who will assist in the undertaking of a COSHH assessment.

The Curriculum Leader shall ensure that teaching staff and technicians have been issued with suitable personal protective equipment when working with dry clay and powdered glazes :-

- Respiratory protection
- Eye protection
- Gloves

### 5.4 **Science**

The Curriculum Leader of Science, shall ensure that teaching staff and technicians have access to CLEAPSS Science Handbook and CLEAPSS Hazards.

Curriculum Leader of Science shall ensure that equipment including fume cupboards are adequately maintained and tested by a competent engineer and is within the current test period. The testing shall be organised on behalf of the school by the Children & Young People's Services Departments Property Services Officer. The results of tests shall be retained for inspection.

Curriculum Leader of Science shall ensure that each member of staff is issued with employee guidelines on safety in science labs which is found in the CLEAPSS Science Handbook.

Curriculum Leader of Science shall ensure that the CLEAPSS hazcards are kept up to date and COSHH assessments have been carried out where required.

Curriculum Leader of Science shall ensure gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply pipe work once every five years. The testing shall be organised on behalf of the school by the Children & Young People's Services Department Property Services Officer.

Curriculum Leader of Science/Class Teacher shall ensure that gas taps/valves are checked at regular intervals for ease of operation, soundness and damage and that the appropriate signs are in place.

Class Teacher shall ensure gas isolation valve is operational at the start of each class.

Curriculum Leader of Science shall ensure that a trained Radiological Protection Supervisor is made responsible for the effective supervision and storage of sources of ionising radiation

in accordance with LA Guidelines. Curriculum Leader of Science shall ensure that the radiation source log book is kept up to date.

St Helens Council as the employer have appointed a Radiation Protection Officer under the Ionising Radiation Regulations 1999 to liaise with the Radiation Protection Advisor on the management and use of the sources held by schools, monitor that records of sources are accurate and ensure sources are checked for leakage at suitable intervals.

The Radiation Protection Officer is a member of the Corporate Health & Safety Team and they can be contacted on 01744 676092.

Curriculum Leader of Science shall ensure that all relevant staff have access to CLEAPSS science handbook L93 Managing Ionising Radiations and Radioactive Substances 2001.

## 5.5 **Drama Theatres**

The Curriculum Leader of Drama, shall ensure that staff and technicians operating/tutoring on theatre lighting/equipment are competent by virtue of them holding a recognised training award or having received approved training.

The Curriculum Leader of Drama shall ensure that all theatre lighting and associated equipment is thoroughly examined and tested on an annual basis.

The Curriculum Leader of Drama shall ensure that all hired electrical equipment is within current certification (12 months).

The Curriculum Leader of Drama shall ensure that staff erecting/using temporary access equipment are competent by virtue of them holding a recognised training award or having received approved training.

The Curriculum Leader of Drama shall ensure that the use of the following equipment is under the control of a person competent in its use and the activity subject to a specific risk assessment:

Smoke and Vapour effect units  
Lasers  
Strobe Lights  
Pyrotechnics

## 5.6 **Work Experience/Placements**

This school recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to pupils.

Placement providers shall be vetted prior to use by school staff

To this end, the school will follow the HSE guidelines on Managing Health and Safety on Work Experience: A Guide for Organisers (HSG 199 - January 2000).

Policy to be reviewed: December 2019